

# **ARTICULATION AGREEMENT**

**Business Education**  
**Kentucky Department of Education – Career and Technical Education Division**  
**Northern Kentucky University**  
**College of Business**  
**Department of Construction Management & Organizational Leadership**  
**Highland Heights, KY**

With the recent emphasis on career clusters and skill standards testing within the Kentucky Department of Education it is proposed that the universities offering degrees in Business Education articulate college level credit for students who have obtained a career major with at least B grades and who pass the Administrative Support Skill Standards Assessment or pass all parts of the MOUS Certification test.

## **Career Clusters/Majors**

To complete a career major in Administrative Support Services or Information Processing Services, students must earn four career-related credits with the career major. Three of the four credits must come from the recommended courses for that major.

## **Proposal**

It is proposed that the Northern Kentucky University offer three (3) hours of credit for IFS 105 if a student accomplishes the following:

1. Receives a Career Major Certificate in Administrative Support Services or Information Processing Services.
2. Has at least a B average in the Business Education Courses
3. Passes the Administrative Support Skill Standards Assessment or all parts of the MOUS Certification Test.

The student who successfully completes the above steps will receive Northern Kentucky University credit in the following course(s):

## **Process**

The Kentucky Department of Education Business Education state staff will monitor the process of awarding the Skill Standards Certificates and the Career Major Certificates. Each of the students will be issued a letter from the local school district certifying that the student should receive credit along with an explanation of the process required to gain credit. This letter will be presented to the appropriate personnel at Northern Kentucky University during the student's first year of enrollment.

**Potential Outcomes of the Articulation Proposal****A. For Business Education Students**

- 1) Allows a secondary business education student to become trained in a specific set of skill standards developed by industry representatives and Kentucky Department of Education personnel approving their training.
- 2) Allows secondary business education students the opportunity to get a head start in pursuing an advanced degree in one of the fields in Business.
- 3) Provides motivation for a student to pursue a Career Major
- 4) Provides motivation and incentive for students in the skills standards testing process and MOUS Certification.

**B. For Secondary Business Education Programs**

- 1) Allows secondary business education programs to promote articulation with students and administrators and help with recruiting quality students.
- 2) Provides a tool for secondary teachers to be in contact with university professors and Kentucky Department of Education personnel.
- 3) Successful passing rates of students could be used in program promotion and in recruiting a more talented, non-traditional, and/or diverse student population.

**C. For Kentucky Department of Education**

- 1) Provides a tool for the Kentucky Department of Education to place significant emphasis on the recent thrusts of Career Majors and Skill Standards Assessment.
- 2) Provides an opportunity to motivate students to perform better on the skill standards assessment, thereby increasing the passing rates and consequently increasing the learning of students and the quality of the instruction in secondary business education.

**D. For Northern Kentucky University**

- 1) Allows for a closer working relationship between Northern Kentucky University programs and secondary business education programs.
- 2) Provides motivation for more and better students to pursue degrees in business.
- 3) Provides a significant bridge and motivation for a successful transition for students between the secondary business education programs and higher education.

We the undersigned parties agree to the terms of this Articulation Agreement.

**NORTHERN KENTUCKY UNIVERSITY**

By Michael Carrell  
Dr. Michael Carrell, Dean, College of Business

2/20/06  
Date

By Gail Wells  
Dr. Gail Wells, Provost

2/22/06  
Date

Northern Kentucky University

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Articulation Agreement

KENTUCKY DEPARTMENT OF EDUCATION

By

Rodney Kelly  
Rodney Kelly, Division Director

Date

3/27/06